

PSFA St Margaret Clitherow Primary School

• PSFA General Meeting		
22/05/2017	6:30pm	School
Meeting called by	Chair	
Type of meeting	General Meeting	
Facilitator	Alex Williams	
Note takers	Paul Williams	
Timekeeper	N/A	
Attendees	Miss Puccio, Mrs Stewart, Alex Williams, Paul Williams, Kebby Tongola, & Mr White.	

1. Apologies & Introduction	
	Alex
Neil Ashman	

2. Agreement of Minutes of last meeting	
	Alex
All agreed.	

3. Review of items from last meeting			
	Alex		
Action items	Those Responsible	Deadline	
Coffee Morning – Cakes & danishes to be bought	Alex	25/04/2017	
Coffee Morning signs to be put up and parentmails to be sent out	Paul	24/04/2017	
Coffee Morning – Information packs to be updated & printed	Paul	24/07/2017	
Bags2 School – Parentmail to go out	Alex	25/04/2017	
Bags2School – Bags to be bought up from container on Tuesday evening. Volunteers to be sought from Parents	Alex / Paul	25/04/2017	
Bouncy Castle to be set up in School Hall prior to the Annual Check	Paul / Neil	25/04/2017	
Holy Communion Mass Bags to be set up	Alex	31/05/2017	
Send parentmail detailing prizes in Raffle	Alex	25/04/2017	
Stalls for Fayre to be made up	Alex	31/05/2017	
Mr White to get out of loft space	Mr White	31/05/2017	

4. Treasurer's Report			
	Paul		
Account Balance £1,981			
.			
Action items	Those Responsible	Deadline	
None			

PSFA St Margaret Clitherow Primary School

5. Forthcoming Events

Paul

Father's Day Sale: Date are Tuesday, 13th All presents handed to parents for wrapping. Forms gone out in book bags 22/5/17
Notice Boards to updated and weekly Parentmail to update. Ask for volunteers nearer time.

School Disco: June 23rd. Date changed as ABACUS double booked. Visit wholesalers for sweets.
Forms to go in book bags this week. Risk Assessment to be done.

Holy Communion Mass: 29th June. Discussed contents of goody bags. PSFA to provide a personalised mug for each child.
Each bag will contain: Mug, Bracelet, Capri Sun & Haribo

Sports Days: 5th & 7th July. Marquees to be erected beforehand. 500 bottles of water to be supplied. Danishes and drinks made available. Hopefully BMW
For Raffle will be on display to help sell raffle tickets.

Summer Fayre: Raffle tickets sold about £200 so far. Needs big push. Mr White to email Father Michael to ask if can sell after Mass. Savio to arrange and
perhaps talk about the benefits of recycling box in St Hilda's Flyers & Banner to be ordered. Flyers to be handed out after Mass at St Hilda.
Gazebos to be checked for damage. Entertainment – approached Mrs Hewitson at JHN for help. Awaiting feedback. Mr White suggested
Joey Harrison, former pupil. Plant stall suggested by a parent who has an allotment. She will get donations. Agreed a good idea.

Action items	Those Responsible	Deadline
Father's Day weekly Parentmails to go out	Alex	12/06/2017
Notice Boards to be updated.	Paul	24/06/2017
Wholesalers for sweets	Alex / Paul	22/06/2017
Disco forms to go out in book bags	Paul	23/06/2017
Disco Risk Assessment to be completed	Alex	30/05/2017
Neil to order individual mugs	Neil	15/06/2017
500 bottles of water to be ordered	Alex / Paul	30/06/2017
Mr White to email Father Michael to ask if ok to sell Raffle Tickets after Mass. & ask Savio to arrange	Mr White	25/05/2017
Order Banner and Flyers for Fayre from printers	Neil	30/05/2017
Gazebos to be checked for damage	Neil / Paul	26/05/2017
Mrs Hewitson at JHN to be chased re entertainment	Alex	26/05/2017
Mr White to contact Joey Harrison re entertainment	Mr White	26/05/2017

6. Any Other Business

Alex

Marquee & Bouncy Castle Hire: 4 gazebos for Mrs Dyke over half term £60
Bouncy Castle hire this Saturday for parent at St Vincents. Need helper to do this. £40
Marquee hire for weekend 4th June. £50

Letchmore Road School PTA asked for a quote for Castle Hire at their Festival. £50 quoted.

PeddlePush: Discussed amongst members but felt 5% of sale price was not a lot. Felt we could do on a local level and keep all monies in
School. Old Science Lab to be cleared and tables sold to raise funds. This could then be used to store bikes. Ask for bike
Donations in time for Fayre.

PSFA St Margaret Clitherow Primary School

Actions	Who	Date
Kebby has volunteered to do Castle Hire this weekend. Paul to train on Friday, 26th	Kebby / Paul	26/05/2017
Clear out the Science Lab & arrange PeddlePush details in time for Fayre	Alex / Paul	30/062017

1. Date of Next Meeting		
	Alex	
; Date of next meeting discussed and agreed: Monday, 19 th June at 6.30pm		
Action items	Those Responsible	Deadline
Parentmail to be sent out week before to advise Parents. Noticeboards also to be updated	Alex	16/06/2017